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# Community Preservation Program

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## Required Attachments for HISTORIC RESOURCES PROPOSALS

Last revised March 2015.

All proposals must follow the funding guidelines in Newton's current *Community Preservation Plan* and the Community Preservation Committee's current *Proposal & Project Handbook*, which provides full instructions & sample forms.

In addition, historic resources proposals also need these 4 attachments:

1. **Analysis of Historical Significance** (narrative; min. 1 paragraph - max. 1 page)
2. **Description of Historically Significant Features** (keyed to attachment 1; max. 1 page)
3. **Summary & Justification of Proposed Treatment** (keyed to attachment 2; max. 1 page)
4. **Newton Historical Commission** confirmation of local historic significance, if the resource is not already on the National Register of Historic Places

There is no form for these attachments, but they must follow the instructions below.

### Contact Us

c/o Alice E. Ingerson, Community Preservation Program Manager  
Planning & Development Department, Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

email: [aingerson@newtonma.gov](mailto:aingerson@newtonma.gov)

phone: 617.796.1144

website: [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa)

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## INSTRUCTIONS

The Community Preservation Act (CPA) defines a historic resource as: "a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." To qualify for funding under the CPA and Newton's *Funding Guidelines*, historic resources proposals must demonstrate that

- ♦ the historic resources involved meet the definition in the CPA, and
- ♦ the proposed work meets the federal *Standards for the Treatment of Historic Properties*, or equivalent standards for landscapes, art, artifacts or archives

The required attachments meet these two goals by taking you through the process from the federal *Standards*:

*Instructions continue on next page.*

1. analyze the resource's historical significance
2. identify the features most closely associated with that significance
3. protect those significant features

These instructions also include links to the federal *Standards* and other resources you will need to create these attachments. It is best to write or request these attachments in the numbered order below, as each one builds on those before it. Please ask staff for help!

**ATTACHMENT 1. Analysis of Historical Significance** (narrative; maximum 1 page)

Age or rarity alone does not establish significance. You must show how your resource tells a story about change, or resistance to change, through time. For some of the stories your resource might tell, see the “Resources for Analyzing Historic Significance” below. These resources are suggestive rather than comprehensive, so you may be able to demonstrate significance using ideas not listed here.

**ATTACHMENT 2. Description of Historically Significant Features** (annotated list or map keyed to narrative in attachment 1 above; maximum 1 page)

Preservationists consider a site, building or artifact to have “integrity” if it still has visible features that help it to tell a significant story about change or resistance to change through time. List or map these features for your resource, and explain briefly how each feature relates to the story you outlined in attachment 1 above.

**ATTACHMENT 3. Summary & Justification of Proposed Treatment** (summary of proposed work, keyed to features in attachment 2 above; maximum 1 page)

The federal *Standards* for historic buildings and landscapes identify 4 recommended treatments in the following order (roughly, from most to least preferred). State clearly which of these treatments your project will use, explain why you chose that treatment; and show how the work you propose will protect the significant features identified in attachment 2 above.

- ♦ **preservation:** places a premium on the retention of all historic fabric through conservation, maintenance and repair; reflects successive occupancies and respectful changes and alterations
- ♦ **rehabilitation:** emphasizes retention and repair of historic materials, but provides more latitude for replacement because the property is more deteriorated, or is being adapted respectfully for a new use
- ♦ **restoration:** focuses on the retention of materials from a single significant time in a property's history, while permitting the removal of materials from other periods
- ♦ **reconstruction** (limited opportunities): re-creates a well-documented but non-surviving site, landscape, building, structure, or object using all new materials

**If your historic resource involves archives, art, or artifacts,** your proposal should justify the proposed treatment of the resource by citing principles or examples from the alternative national guidelines below.

**ATTACHMENT 4. Newton Historical Commission Review** (based on attachments 1-3 above)

Historic resources already listed on the state or National Register of Historic Places may skip this attachment. All other historic resources are eligible for CPA funds only if they are first declared locally significant by the Newton Historical Commission (NHC). If you need such a declaration, **submit attachments 1-3 to the NHC as soon as, and preferably before, you submit your pre-proposal to the CPC.** The NHC may also ask for additional information. Contact:

Newton Historical Commission  
c/o Katy Hax Holmes, Senior Preservation Planner  
City of Newton Planning & Development Department  
1000 Commonwealth Avenue  
Newton, MA 02459

email: kholmes@newtonma.gov  
phone: 617.796.1143

## PRESERVATION STANDARDS

### SECRETARY of the INTERIOR'S *STANDARDS* for HISTORIC BUILDINGS & LANDSCAPES

- ♦ *Standards and Guidelines for the Treatment of Historic Properties* (focus on buildings), especially *Choosing an Appropriate Treatment*:  
[www.nps.gov/tps/standards/four-treatments/standguide/overview/choose\\_treat.htm](http://www.nps.gov/tps/standards/four-treatments/standguide/overview/choose_treat.htm)
- ♦ *Guidelines for Cultural Landscapes* (considered part of the *Standards* above):  
[www.nps.gov/tps/standards/four-treatments/landscape-guidelines/](http://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/)

### STANDARDS for ARCHIVES, ARTIFACTS & ART, including DIGITAL PRESERVATION

The basic “precautionary principles” in the federal *Standards* apply as much to archives and art as to buildings and landscapes, and reflect past discoveries that previously recommended techniques or materials actually did more harm than good over the long run. These principles include documenting the resource thoroughly before working on it, clearly distinguishing restored or replaced elements from original ones, and applying only reversible treatments to original elements.

Since the details in the building and landscape *Standards* may not apply to art, artifacts or archives, however, proposals for these resources should justify their proposed treatments by citing guidelines or examples from at least 2 relevant sources listed below. This is especially important if you are proposing digital preservation to supplement, or in extreme cases substitute, for physical preservation.

#### ARCHIVES

- ♦ Association of Research Libraries: [www.arl.org/preserv/](http://www.arl.org/preserv/)
- ♦ Cornell University Library: [www.library.cornell.edu/preservation/tutorial/contents.html](http://www.library.cornell.edu/preservation/tutorial/contents.html)
- ♦ Council on Library and Information Resources:  
[www.clir.org/pubs/archives/hybridintro.html#description](http://www.clir.org/pubs/archives/hybridintro.html#description)
- ♦ Library of Congress: [www.loc.gov/preservation/about/faqs/index.html](http://www.loc.gov/preservation/about/faqs/index.html)
- ♦ National Archives & Records Administration (NARA): [www.archives.gov/preservation/about.html](http://www.archives.gov/preservation/about.html)  
& NARA Northeast Document Conservation Center: [www.nedcc.org/resources/leaflets.list.php](http://www.nedcc.org/resources/leaflets.list.php)

#### ART & ARTIFACTS

- ♦ American Institute for Conservation of Historic and Artistic Works: [www.conservation-us.org/](http://www.conservation-us.org/)
- ♦ Conservation Center for Art & Historic Artifacts: [www.rap-arcc.org/rap-members/conservation-center-for-art-and-historical-artifacts](http://www.rap-arcc.org/rap-members/conservation-center-for-art-and-historical-artifacts)
- ♦ Smithsonian Institution, Museum Conservation Institute: [www.si.edu/mci/index.html](http://www.si.edu/mci/index.html)
- ♦ Stanford University Library “Conservation Online”: [cool.conservation-us.org/](http://cool.conservation-us.org/)

## RESOURCES for ANALYZING HISTORIC SIGNIFICANCE

### NATIONAL REGISTER OF HISTORIC PLACES Criteria for Listing

(also used by Massachusetts state register) [www.nps.gov/nr/publications/bulletins/nrb15/nrb15\\_2.htm](http://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_2.htm)

The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and that [meet one or more of the following criteria]:

*National Register criteria, continued*

- A. are associated with events that have made a significant contribution to the broad patterns of our history;
- B. are associated with the lives of persons or with events significant in our past;
- C. embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction;
- D. have yielded or may be likely to yield, information important in prehistory or history.

**NATIONAL PARK SERVICE THEMES & CONCEPTS in AMERICAN HISTORY**

[www.nps.gov/nhl/learn/thematicframework.htm](http://www.nps.gov/nhl/learn/thematicframework.htm)

[This framework is] a conceptual tool for evaluating the significance of cultural resources. ... [It] makes it easier to incorporate ... the stories of broad social trends and ordinary people. Unique and notable events ... are included ... [but are] placed firmly within the broader contexts of their time.

**I. Peopling Places** ... Communities, too, have evolved according to cultural norms, historical circumstances, and environmental contingencies. ... *Topics include:* family and the life cycle; health, nutrition, and disease; migration from outside and within; community and neighborhood; ethnic homelands; encounters, conflicts, and colonization ...

**II. Creating Social Institutions and Movements** ... the diverse formal and informal structures such as schools or voluntary associations through which people express values and live their lives. ... *Topics include:* clubs and organizations; reform movements; religious institutions; recreational activities.

**III. Expressing Cultural Values** ... people's beliefs about themselves and the world they inhabit ... the ways that people communicate their moral and aesthetic values. ... *Topics include:* educational and intellectual currents; visual and performing arts; literature; mass media; architecture, landscape architecture, and urban design; popular and traditional culture.

**IV. Shaping the Political Landscape** ... tribal, local, state, and federal political and governmental institutions that create public policy and those groups that seek to shape both policies and institutions. ... *Topics include:* parties, protests, and movements; governmental institutions; military institutions and activities; political ideas, cultures, and theories.

**V. Developing the American Economy** ... the ways Americans have worked, including slavery, servitude, and non-wage as well as paid labor. ... including class formation and changing standards of living in diverse sectors of the nation. ... *Topics include:* extraction and production; distribution and consumption; transportation and communication; workers and work culture; labor organizations and protests; exchange and trade; governmental policies and practices; economic theory.

**VI. Expanding Science and Technology** ... **the physical sciences, the social sciences, and medicine...** *Topics include:* experimentation and invention; technological applications; scientific thought and theory; effects on lifestyle and health.

**VII. Transforming the Environment** ... the variable and changing relationships between people and their environment, which continuously interact. The environment is where people live, the place that supports and sustains life. The American environment today is largely a human artifact, so thoroughly has human occupation affected all its features. ... *Topics include:* manipulating the environment and its resources; adverse consequences and stresses on the environment; protecting and preserving the environment.

**VIII. Changing Role of the United States in the World Community** ... diplomacy, trade, cultural exchange, security and defense, expansionism - and, at times, imperialism ... While the United States, especially in the nineteenth and twentieth centuries, has left an imprint on the world community, other nations and immigrants to the United States have had a profound influence on the course of American history. ... *Topics include:* international relations; commerce; expansionism and imperialism; immigration and emigration policies.